

CITY OF BURBANK

MANAGEMENT SECRETARY

DEFINITION

Under direction of the Secretary to the City Manager, to perform a variety of confidential and complex secretarial and clerical work in support of the City Manager's office; and to do related work as required.

ESSENTIAL FUNCTIONS

Performs routine administrative tasks; screens visitors and telephone calls by furnishing information or by referring them to proper departments; registers all communications received and routes and maintains control on all matters referred to departments for investigation or action; makes appointments, arranges conferences and special City functions; maintains business calendar; makes travel arrangements; handles confidential correspondence; composes memoranda and letters; develops and maintains filing system; transcribes from dictation equipment; types a variety of complex materials including technical correspondence, forms, and reports from oral direction, rough draft, copy, notes, dictating equipment or other source; reviews and edits outgoing materials for clarity, correct spelling, punctuation, grammar, proper form, and completeness; operates a computer terminal to enter, modify or retrieve data; operates calculator, word processor and other office equipment; may assume responsibilities of Secretary to the City Manager in incumbent's absence.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - modern office methods, procedures and equipment; knowledge of basic English usage, spelling, grammar, and punctuation; knowledge of basic arithmetic and accounting methods; knowledge of municipal organizations; ability to organize and maintain record keeping systems.
- Ability to - operate a variety of office equipment, including calculator, word processor and computer terminal; ability to understand and explain numerous technical procedures and policies; ability to deal tactfully with the public; ability to communicate effectively, both verbally and in writing; ability to work independently and exercise judgment and initiative in performing assigned duties; ability to establish and maintain effective working relationships with officials, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to four years of recent increasingly responsible clerical and secretarial experience. Ability to take shorthand/stenotype dictation at a speed of 90 words a minute or transcribe from dictation equipment accurately and quickly; ability to type accurately from clear copy at a speed of 50 net words per minute.

SUPPLEMENTAL INFORMATION

A valid California Class "C" driver's license or equivalent may be required at time of appointment.